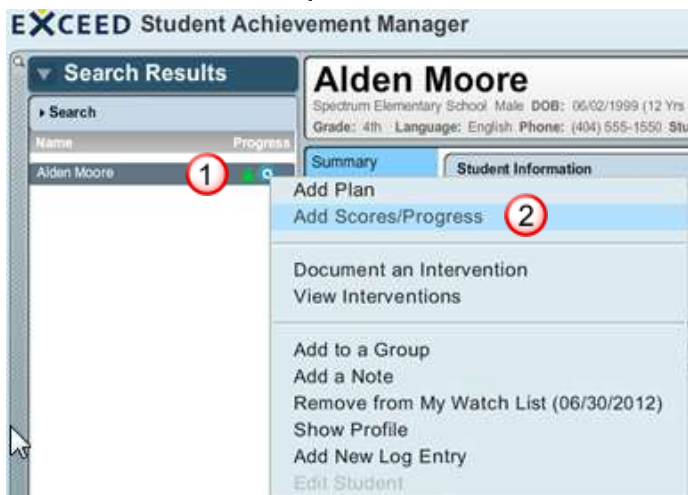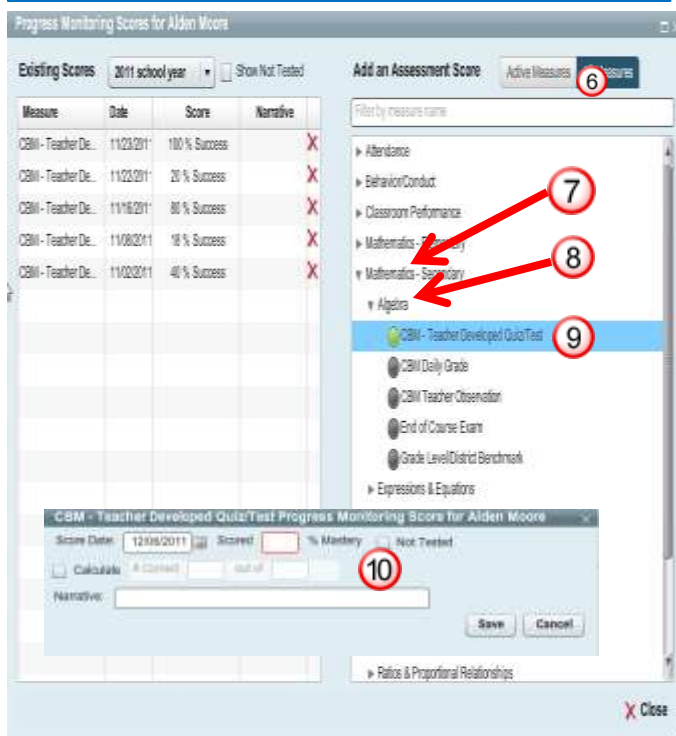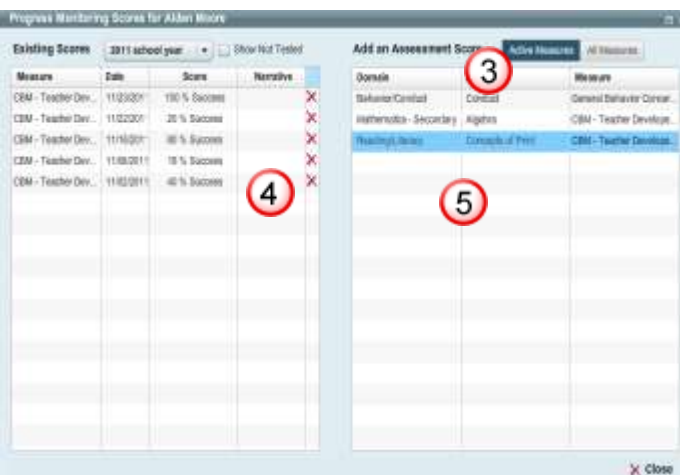# EXCEED RTI® Quick Start Card – Progress Monitoring

GlobalScholar

1. From the dashboard, hover over a student's name and click the Student Options icon to pull up the menu
2. From this menu, you can select to add a note to the student's record, add the student to a group, add intervention logging information (if available), add the student to your watch list, add/edit an intervention plan, or add progress monitoring data - select Add Scores/Progress

3. After selecting Add Scores/Progress, the Progress Monitoring management panel will appear with Active Measures automatically selected
4. You can update/edit an existing score on the left hand panel by clicking on the item - scores can be deleted with the X
5. You can add a new assessment score by selecting one of the existing Domains on the right, and then selecting the appropriate measure

6. You can choose to add an assessment score from a previously unselected domain by clicking on All Measures
7. Select the desired domain
8. Select the desired Area of Concern
9. Select the progress monitoring assessment tool that was used with the student
10. Once you have selected the appropriate measure, an additional panel will appear and allow you to input the appropriate score, and date of measure - if calculations need to be made, check the Calculate box